

Webinar Details tab - Edit the site details

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 This article is designated for all users.

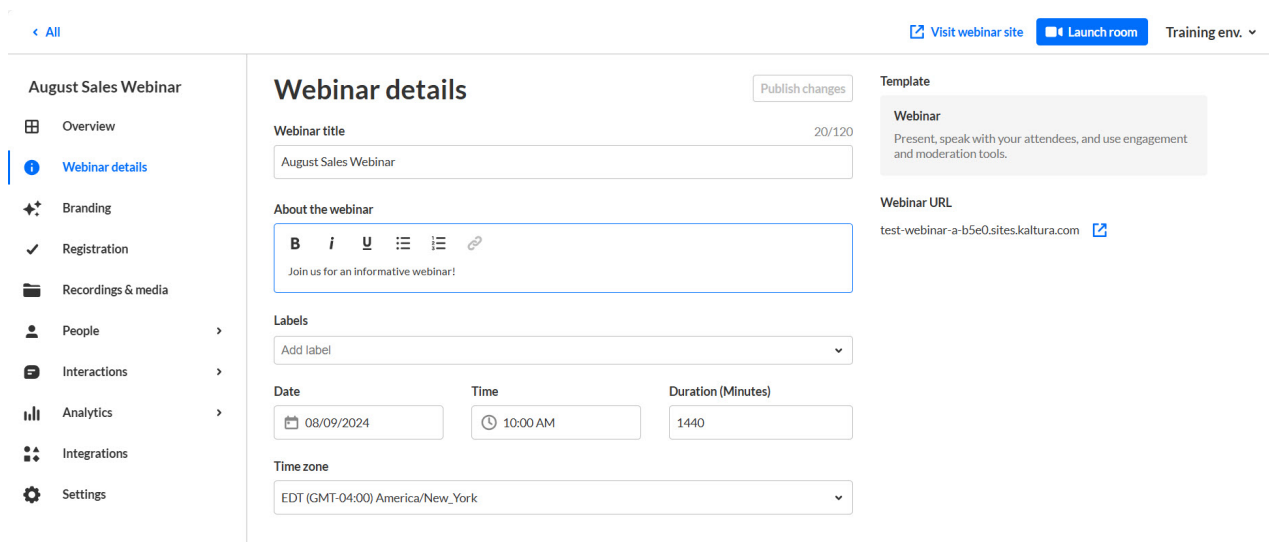
About

This article describes how to edit settings on the webinar's site.

Edit webinar site details

After creating a new webinar, navigate to the Webinar details page. There are two ways to reach the Webinar details page from the Overview page - click **Edit details** on the webinar banner, or click the Webinar details tab.

The Webinar details page displays.



< All [Visit webinar site](#) [Launch room](#) Training env. ▾

August Sales Webinar

- Overview
- Webinar details**
- Branding
- Registration
- Recordings & media
- People
- Interactions
- Analytics
- Integrations
- Settings




Webinar details

[Publish changes](#)

Webinar title 20/120

August Sales Webinar

About the webinar



B *i* u   

Join us for an informative webinar!

Labels

Add label ▾

Date Time Duration (Minutes)

 08/09/2024  10:00 AM 1440

Time zone

EDT (GMT-04:00) America/New_York ▾

Template

Webinar

Present, speak with your attendees, and use engagement and moderation tools.

Webinar URL

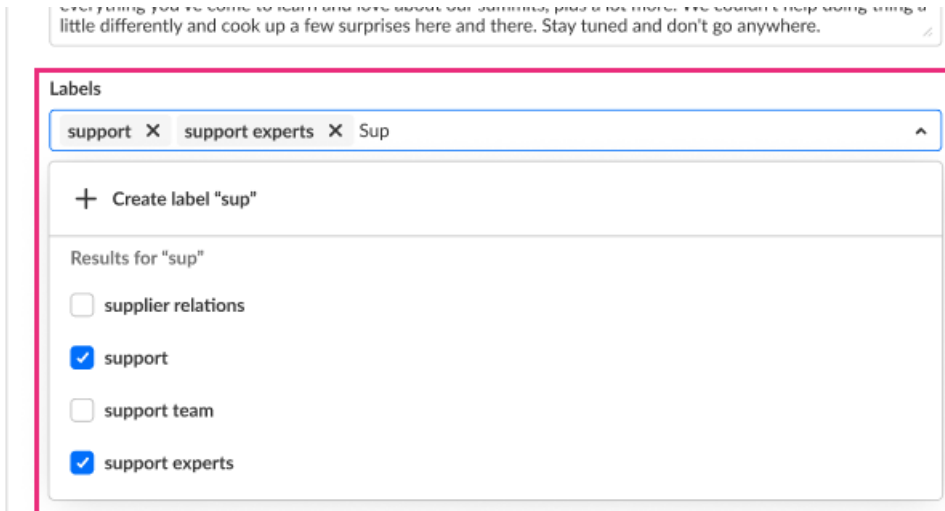
test-webinar-a-b5e0.sites.kaltura.com [↗](#)

You may access the webinar site by clicking the blue **Visit webinar site** button on the top right corner of the screen, or by clicking the blue up arrow next to the Webinar URL (the URL that was automatically generated automatically when the webinar was created). You may launch the room by clicking the blue **Launch room** button.

The editable fields in the Webinar details page are as follows:

- **Webinar title** - A title for your webinar.
- **About the webinar** - A description of your webinar.
- **Labels** - Attach labels to the webinar to categorize and enable filtering of webinars on Webinar Home page. For example, label the webinar as having to do with a specific theme, target audience, or department. To attach a label, click in the Labels

field and choose from the list of available labels. You may also start typing the first few letters of a label and a list of matching labels will populate for you.



To create a new label, type your new label in the Labels field, then click **Create label "[label name]"**.



Labels you've attached to this event will display on the account level Webinars list and on the Overview tab of the Webinar page.

To un-attach a label from the event, click "X".

- **Date** - The day your webinar will start.
- **Time** - The time your webinar will start.
- **Duration** - The duration of your webinar.
- **Time zone** - The time zone for your webinar.

Once you are finished editing all the site details, click the blue **Publish changes** button.



The Publish changes button is grayed out/dimmed upon entering the page, and only becomes 'clickable' after at least one edit is made to the page.